

**SHARE- The Scottish Health Research Register** is a NHS Research Scotland initiative created to establish a register of people interested in participating in health research and who agree to allow SHARE to use the coded data in their various NHS computer records to check whether they might be suitable for health research studies. The initiative aims to create a resource of up to 1,000,000 adults (25% of the Scottish adult population). Currently nearly 150,000 people are registered for SHARE, and the data is held in secure NHS systems within (FD)-Farr Institute of Health Informatics Research, University of Dundee.

SHARE, will deliver to you a list of eligible participants for your study who have been through selection after applying eligibility and inclusion criteria, and are willing to participate. They will have been triaged by the SHARE Team indicating they are interested in taking part in your particular study.

**SHARE will not provide details of individuals without getting their permission first. All searches for feasibility and cohort building are done centrally by SHARE.**

### Before you Apply:

- Please chat with the SHARE Team to see if your project is feasible through SHARE before submitting an application. You may want to have this chat before you apply for funding. SHARE Admin Team are on 01382383230/ 383235 [share@dundee.ac.uk](mailto:share@dundee.ac.uk)
- Please ensure your protocol lists SHARE as a method of recruitment / selection. For Commercial studies this information should be in the, Site Specific Information form (SSI)
- Ensure you have Ethics and R&D approvals
- Project should have “eligible funding” / or a commercial source of funding  
<http://www.cso.scot.nhs.uk/wp-content/uploads/2013/05/NRS-Funding-Guidance-Annex-2-Eligible-funders-v4.pdf>
- SHARE uses a cost recovery model; please make sure you discuss costs before you start.

### How to Apply :

- Please visit the [www.registerforshare.org](http://www.registerforshare.org) website.
- Click on the “ researchers tab”



Download the relevant form;-

- Feasibility
- Application
- GoSHARE (if you are applying for biobank samples.)



# Scottish Health Research Register (SHARE)

## Researcher User Guide

- Complete the relevant form and email it together with required approvals and documents.  
It is essential that the inclusion and exclusion criteria are listed using Disease codes (ICD-10), medications (as BNF-codes) and hospital operation codes (OPCS). Searches are conducted by database experts who are programmers, with no clinical knowledge. Please discuss with the SHARE Admin team and ask for help if in doubt. It is vital that this form is completed accurately as corrections after the cohort has been built will cost you more. The form must be signed and dated by the CI. If you are conducting your study in multiple health boards, you must give SHARE details of relevant CI / PI's, and you must have R&D approval for each relevant board.

### What happens next ;

- Your application is circulated to the SHARE Access committee. This takes 3-5 working days for their decision.
- You will be told of the estimated charges for using SHARE, and an invoice quote will be sent which needs to be agreed and signed by PI.
- Once approved you will receive a letter of approval from SHARE Directors.
- A search will then be initiated and FARR Dundee will be asked to provide the linked data for selection of potential candidates. Local safe-havens may be invited to get involved to refine searches if required.
- A suitable cohort of potential candidates is usually delivered to the SHARE Team within 5-7 working days on a web-based tracker.
- You will be informed when this is ready and the SHARE Team will discuss with you how, when and at what frequency you wish you receive eligible candidates. The SHARE Team manage the expectation of the candidates they contact and will need to inform them of when they will be contacted by the research team if they wish to go ahead.
- The SHARE Team undertake initial contact by telephone to try and gauge the suitability of the study and to test that the selection is appropriate. Any discrepancies in selection are established very quickly.
- When the SHARE Team gets about five candidates, the researcher is sent a password to view the web-based tracker which is populated with contact details of the candidates who are willing to proceed. Researchers are also invited to suggest recruitment status categories for the tracker. The default list is "contacted", "changed mind", "ineligible", "in-study". This is to help you to log the progress of the candidates, but also allows the SHARE Team to monitor progress. Additional status categories- for example "PIL sent", "waiting for call back", can be requested.

### When you have finished recruiting to your study:

- Researchers must inform the SHARE Team immediately so that any potential candidates still in the selection pool can be released. SHARE will automatically remove names from pool in 6 weeks, unless prior arrangement has been made to extend this time frame
- Researchers must also inform SHARE of candidates who have been randomised so that they can be recorded as "engaged" for the duration of the study and will not receive further invitations to participate in further studies. Be sure to inform the SHARE Team when the study is completed so that a candidate's status can be updated.

**We hope that SHARE can help with successful recruitment to your study. We request that you acknowledge SHARE in any publications resulting from this collaboration.**

**SHARE has agreed standard text for the Acknowledgements section that should be included in all papers:**

***"Recruitment to this study was facilitated by SHARE, the Scottish Health Research Register, which is supported by NHS Research Scotland, all the Universities of Scotland and the Chief Scientist's Office of the Scottish Government"***